

OFFICE OF TECHNOLOGY SERVICES
CRIMINAL HISTORY REVIEW REQUEST

Email this form to InfoComp@la.gov with '**Criminal History Review Request**' in the **SUBJECT** line.

SECTION 1: APPLICANT INFORMATION (ALL FIELDS REQUIRED)

First Name	Middle Name	Last Name	Suffix
Phone Number		Email Address	
Agency/Section or Sponsoring Organization	Job Title	Louisiana Personnel Number (if applicable)	

SECTION 2: AGENCY/ORGANIZATION CONTACT INFORMATION (ALL FIELDS REQUIRED)

First Name	Last Name	Louisiana Personnel Number(if applicable)
Agency/Section or Vendor Organization	Phone Number	Email Address

SECTION 3: APPLICANT TYPE (CHOOSE ONE)

Criminal History/RealID (default)

FTI (Federal Tax Information) – choose FTI ONLY for those applicants with specific access to this type of data

IT Vendor (includes TORFR) **(Proceed to Section 4 if this option is selected)**

SECTION 4: IT VENDORS (ALL FIELDS REQUIRED) Complete this section only if IT Vendor is selected in Section 3.

CHOOSE ONE: Staff Aug (TORFR) IT Contractor (non-TORFR)

Project Name(TORFR only) Vendor Organization

Purchase Order and/or Service Request(TORFR only)

Once the form is received, reviewed, and approved, the Agency Contact will receive notice the Applicant has been sent Louisiana Applicant Processing System (LAPS) instructions that include a **Service Code** and **unique payment code (NCAC)** or payment instructions for non-TORFR IT Vendors. These instructions will detail how the applicant will self-register and set an appointment at an available IdentoGO (<https://uenroll.identogo.com>) location that is most convenient to the applicant for fingerprinting. In lieu of an IdentoGO location for digital fingerprinting, these instructions will also detail submitting fingerprint cards created at a law enforcement office to the Louisiana Applicant Processing System by mail. The applicant CANNOT register with LAPS without the service code and payment information provided in these instructions and are unique to the applicant. Any questions should be submitted to InfoComp@la.gov.